

505 KAR 2:140. Admission procedures.

RELATES TO: KRS 15A.210-15A.240

STATUTORY AUTHORITY: KRS 15A.210

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15A.210 mandates that the Department of Juvenile Justice issue administrative regulations governing juvenile detention centers and juvenile holding facilities.

Section 1. (1) The facility shall adopt and enforce written policies and procedures which:

- (a) Govern the reception and orientation of newly admitted juveniles;
- (b) Provide that juveniles receive orientation in their own language; completion of orientation shall be documented by a statement that shall be signed and dated by the juvenile; and
- (c) Require that a written, itemized list is made of all personal property in the possession of a newly admitted juvenile; a copy of this list, which notes all property that will be held until release, shall be given to the juvenile.

(2) Written procedures for admitting new juveniles shall include, but are not limited to:

- (a) Verification of legal authority to detain;
- (b) Complete search of the juvenile and possessions;
- (c) Disposition of clothing and personal possessions;
- (d) Medical screening;
- (e) Shower and hair care, if necessary;
- (f) Issue of clean, laundered clothing, as needed;
- (g) Notification of family, custodian or guardian;
- (h) Provision of written orientation materials;
- (i) Recording of basic personal data and information to be used for mail and visiting lists;
- (j) Assistance to juveniles in notifying their families of their admission and procedures for mail and visiting;
- (k) Assignment to a housing unit; and
- (l) Assignments of a register number.

(3) Newly admitted juveniles shall be permitted a reasonable number of local or collect long distance telephone calls to an attorney of his choice, and to a family member, as soon as practical, generally within one (1) hour after arrival. (26 Ky.R. 1293; 1552; eff. 2-14-2000; Crt eff. 3-13-2019.)